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29 February 1952

MEMORANDUM FOR: ASSISTANT DIRECTOR FOR COLLECTION AND DISSEMINATION
ASSISTANT DIRECTOR FOR CURRENT INTELLIGENCE
ASSISTANT DIRECTOR FOR NATIONAL ESTIMATES
ASSISTANT DIRECTOR FOR SCIENTIFIC INTELLIGENCE
ASSISTANT DIRECTOR FOR RESEARCH AND REPORTS
ASSISTANT DIRECTOR FOR INTELLIGENCE COORDINATION
ASSISTANT DIRECTOR FOR OFFICE OF OPERATIONS.

SUBJECT: DCI's Daily Log

Mr. Becker has requested that his remarks made at the IAD meeting 26 February, on DCI's log, be supplemented. It is therefore suggested that items submitted for log entry should be those of interest to the Director which would not come to his attention through the regular publications or normal administrative channels. They should also have a certain timeliness about them.

The following are suggested categories of items for submission:

1. Important meetings, conferences and other contacts with Government Agencies or with private individuals, groups, business firms or representatives of Foreign Governments. This would usually be contacts in which the AD participated.
2. Important inter-agency activities.
3. Organizational or reorganizational activities.
4. Commendations.
5. Receipt of interesting papers or documents.

Items submitted for entry in the DCI's log should reach O/DDI before 2:00 P.M. to be included in that day's entries.

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